

Employer Instructions


Form IT 2, Wage and Tax Statement, must be prepared for each employee to whom wages are paid and from whom tax was withheld.



A. The statement must contain the following information:

1. Employee's name, address, ZIP code and Social Security number;
2. Employer's name, address, ZIP code, federal employer identification number and Ohio withholding account number;
3. Total Ohio wages paid to the employee before payroll deductions;
4. Total income tax withheld from the employee's wages;
5. Total wages paid to employee for federal tax purposes if different from Ohio wages paid;
6. The calendar year Ohio wages were paid;
7. Total school district wages paid to the employee before payroll deductions;
8. Total school district income tax withheld from the employee's wages.

B. Distribute Wage and Tax Statement as follows:


1. Send Copy A to the Ohio Department of Taxation, P.O. Box 2476, Columbus, OH 43216-2476, together with form IT 3 on or before the last day of February of the succeeding calendar year;
2. Give Copies B, C and D to the employee on or before Jan. 31st (if the employee is in your employ at the last of the year) or no later than 30 days after termination of employment before the close of the calendar year;
3. Copy E is for the employer's records; retain this copy.



 Please detach here.

	 <p>Department of Taxation P.O. Box 2476 Columbus, OH 43216-2476</p>	<h3 style="margin: 0;">Wage and Tax Statement</h3>	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">Taxable Year</td> <td style="padding: 2px;">20 <u> </u></td> </tr> </table>	Taxable Year	20 <u> </u>	<p>IT 2 Rev. 5/06</p>
Taxable Year	20 <u> </u>					
Please detach here.	Employer's name, address and ZIP code		Ohio withholding account number	Federal identification number		
			School district name	School district number		
	Employee's Social Security no.	Ohio income tax withheld	Total Ohio wages paid	Federal wages (if different from Ohio wages)		
	Employee's name (first, middle, last)		Total school district wages paid	School district tax withheld		
Employee's address and ZIP code		See instructions above.				
Copy A – Send to: Ohio Department of Taxation, P.O. Box 2476, Columbus, OH 43216-2476.						

Employee Instructions


- A. This is an important statement. Copy B must be filed with your Ohio Individual Income Tax Return. If any of the information is incorrect, notify your employer. Copy D is for your records.
- B. Copy B must be filed with form IT 1040, Ohio Individual Income Tax Return, between Jan. 1 and April 15, or not later than three months and 15 days after the close of your taxable year.
- C. If you reside in a school district that has enacted a school district income tax, Copy C must be filed with form SD 100, School District Income Tax Return, between Jan. 1 and April 15, or not later than three months and 15 days after the close of your taxable year.



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	Department of Taxation P.O. Box 2476 Columbus, OH 43216-2476	<h3 style="margin: 0;">Wage and Tax Statement</h3>	Taxable Year 20 ____	IT 2 Rev. 5/06	
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			School district name	School district number	
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	Employee's name (first, middle, last)		Total school district wages paid	School district tax withheld	
Employee's address and ZIP code		See instructions above.			
		Copy C – To be filed with School District Income Tax Return, Form SD 100, P.O. Box 182389, Columbus, OH 43218-2389.			

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- B. Copy B must be filed with form IT 1040, Ohio Individual Income Tax Return, between Jan. 1 and April 15, or not later than three months and 15 days after the close of your taxable year.
- C. If you reside in a school district that has enacted a School District Income Tax, Copy C must be filed with form SD 100, School District Income Tax Return, between Jan. 1 and April 15, or not later than three months and 15 days after the close of your taxable year.

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	Employee's name (first, middle, last)		Total school district wages paid	School district tax withheld	
Employee's address and ZIP code		See instructions above.			
		Copy D – For Employee's Records			

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